

BFA AGM 2019 Agenda and Minutes

	Agenda item	Background/ Issues/ Pre-discussion...	Proposal/ Agreement/ Outcome/ Action:	By Whom
	<p>N.B. In the following notes, colours are mentioned; BFA members use coloured cards in meetings to work towards consensus.</p> <p>GREEN: I agree. I am willing to go ahead with the proposal as it stands. (Where it's mentioned below, this means that everyone present held up a green card.)</p> <p>RED: I am NOT willing for this to go ahead in its present form.</p> <p>YELLOW: I have a question. I need something clarified.</p> <p>ORANGE: This needs more discussion</p> <p>PINK: I have a proposal for an action that we could take on this issue.</p> <p>WHITE: Pause. Let's take a moment.</p> <p>BLUE: I need someone to listen to me</p>			
1	Welcome to members present	<p>ATTENDANCE: Welcoming Sara Bradly for her first AGM Also present: Kay Hoffmann, Fiona Parr, Carolann Samuels, Helen Bower, Karunamati, Suzi Mackenzie, David Garlovsky, Susan Jordan. Minutes taken by Helen Bower</p>	<ul style="list-style-type: none"> Minutes taken by Helen Bower 	
2	Apologies	<p>Peter Afford, Peter Gill, Paula Newman, Elizabeth Smith, Gordon Adam, John Threadgold, Helen Bryant, Vajrasara, Rob Foxcroft and Camilla Sim.</p>		
3	Minutes of previous meeting	<p>Minutes looked at by Carolann, Helen and Kay during Gathering weekend. New agenda items (added below).</p>	<ul style="list-style-type: none"> Minutes previously agreed over Gaggle last year. 	
4	Matters arising	<p>CS & HB raised a few topics from last year's minutes.</p> <p>a.) Members' internal directory of skills on members area of new Website or other platform</p>	<ul style="list-style-type: none"> a.) Idea of an internal directory of skills/ offers to be put out on Gaggle for wider agreement. Kay said she and Peter plan to call each member so this might be a good way to promote a skills directory and 	Kay

		<p>b.) Online platform network to give UK Focusers access to each other e.g. Yammer or Microsoft Teams</p> <p>c.) Zoom sessions for themed groups: GREEN last year in principle for using member zoom pro account.</p>	<p>encourage offers. Can also be tagged onto Buddy call (see below).</p> <ul style="list-style-type: none"> • a.) Helen is willing to write a skills questionnaire for members • a.) Fiona happy to call people, as is Helen • b.) HB investigating online platforms for discussion groups. To speak to Peter G about ways of integrating this with the new website/blog function or for an online platform paid for by BFA to be linked into the website. • c.) No time to discuss this as decision made to move to main agenda points. However, the Zoom call idea could link to the discussion around b, above. 	<p>Helen Fiona to meet to take next step (see Wellbeing section 8)</p>
5	Placeholders reports from 2018-19	<p>Reports distributed prior to AGM.</p>	<ul style="list-style-type: none"> • Question raised about when website is going live. Group agreed on discussion in Website section 9, below. 	
6	Appointments of placeholders - outgoing and incoming	<p>Sofa People: Helen Bower and Carolann Samuels have now stepped down. Kay Hoffmann and Peter Gill have offered to become the new Sofa. Treasurer: Camilla has kindly offered to be Treasurer for one more year as no one else stepped forward. Carolann has offered her support. Membership Secretary: Elizabeth Smith is stepping down. Suzi Mackenzie has generously offered to take on this role. Newsletter: Gordon is still looking for a co-editor. Webmaster: to be discussed in 9.</p>	<ul style="list-style-type: none"> • Appreciation and gratitude offered to incoming and outgoing placeholders. • HB: suggested someone speak to Gordon about next steps to find a Newsletter co-editor. KH offered. 	<p>Kay to speak to Gordon</p>
7	Directors of CIC	<p>No meeting occurred to date.</p>	<ul style="list-style-type: none"> • Susan and Fiona (Directors present) said they will endeavour to meet in the in next month 	<p>Fiona & Susan</p>
8	Wellbeing	<p>a.) 'About BFA' Revisions discussed during Gathering weekend BFA ethos session.</p> <p>b.) Buddy System for new members. Paula has previously offered to support. More needed.</p> <p>c.) Peer consultative support - raised by Fiona</p> <p>d.) Sub group for Focusing support for online mental health, suggested by David</p>	<ul style="list-style-type: none"> • a.) 2 small tweaks to old 'About BFA' doc been agreed during Gathering. To be changed by KH • b.) Buddy system has been trialled by Kay and Harriet and seems to work. Kay to liaise with Paula and request more support to wider membership. • b.) Fiona also happy to offer support. • Kay reported she and Peter G were thinking about contacting all members. This could be incorporated into 	<p>Kay Fiona & Helen to meet (see Matters Arising, section 4)</p>

			<p>finding volunteers for the buddy system, and also introducing the proposed Internal Skills Directory.</p> <ul style="list-style-type: none"> c.) Peer Consult support: Fiona was reminded that has been agreed previously and is already happening. d.) Agreed for David to put out issue of mental health online on Gaggle for possible subgroup to explore if Focusing can support this. GREEN 	David
9	Website	<p>Peter G currently being paid for web preparation but not willing to be ongoing webmaster. He has estimated this will take 3 hours a month at £25.</p> <p>David raised some questions raised about finances, roles and timing, hourly rate:</p> <ul style="list-style-type: none"> Why a webmaster was needed in addition to a moderator? Costs per year? How much will cost to host it? Can moderator be a volunteer position? What tasks are there? Can the two roles be combined into one? Can the website facilitate groups? Can it ensure that Focusing and listening is equal? Can there be more inclusion in Focusing for hearing impairment? 	<ul style="list-style-type: none"> David suggested that job descriptions are created. He will speak to Peter G about this. Carolann asked David to enquire if the current financial arrangements include a maintenance contract. David to create A4 resource doc for resources for web members e.g. about how to start a Changes group, how to find focusing professionals and resources. Karunamati suggested David takes his questions to the website group and Gaggle to decide. 	David to liaise with Peter/Website group
10	Outreach & research	<p>Focusing network ideas from last years' AGM have now changed slightly (from a productive meeting at the Focusing camp) into 2 potential projects:</p> <ol style="list-style-type: none"> An outreach resource for teaching focusing and listening at events/festivals, starting at Buddhafield next year An evidence-based research project 	<ul style="list-style-type: none"> HB to gather interest and apply for place at Buddhafield to offer free short Focusing workshops and a listening post. Several members interested previously in being involved (Peter G, Isla). GREEN HB to communicate with members about possibility, through a non-member, of some research on teaching focusing in schools, and any other research projects. GREEN Karunamati reminded us of Locana's research. HB or Kay to contact her. 	Helen, Kay and Peter to arrange a meeting to discuss
11	Finances	<p>General BFA account (figures incomplete because the tax year lasts to 30/11/19)</p>	<ul style="list-style-type: none"> CS: BFA budgets will just break even if costs stay the same and nothing changes. £4000 in bank as buffer. (CS 	Carolann to discuss

	<p>Income: £4099.69 Surplus: £2412.36 Not yet included: Elizabeth's admin, Gordon for newsletter and Shallowford charges. Issues put forward:</p> <ol style="list-style-type: none"> Possibility of membership fees going up. Placeholders getting paid for certain essential roles if they can't be filled, willingly, internally. Clarity on expenses and accommodation for Sofa at AGM and other key roles that need to attend. Helen, Carolann get their place at their AGM paid for this year. This was previously almost agreed in Gaggle. Bursary set up to fund places for BFA events. This was previously agreed but needs volunteer/s to implement. <p>Some issues were discussed at a pre-AGM meeting - noted here.</p> <ul style="list-style-type: none"> SB: Shocked that key roles don't get paid for work, while other members don't offer time. SM wants to keep the option of lower tier of membership fee. KM: Fairness, looking out for people who are working hard but might appreciate some recompense Some of the group said they would be willing to pay more if they weren't undertaking duties. <p>Time each job takes has been very roughly estimated:</p> <ul style="list-style-type: none"> Newsletter = 24 - 30 hours per issue = 80/year. Webmaster = 2-4 hours/month = 36/year Treasurer = 3 hours/month = 36/year Membership = 4 hours/month = 48/year Sofa = c. 5-40 hours/month (= unpredictable!) 	<p>to check later). If pay webmaster and some placeholders were paid £500 this would leave about £250 surplus. But members should note that the forecast provided has a number of variables.</p> <ul style="list-style-type: none"> HB: Suggested that basic membership rate stays the same but with an optional extra. Might be clearer to have 3 levels e.g. £40, £60 & £100 KH: Just for next year we state basic rate stay the same but explain that if people pay more, say £60 (need figures), this will allow us to offer Honorarium for key place holders, agreed at the end of the year. GREEN HB: That we agree £500 continuation of payment for Newsletter. ORANGE (needs more discussion) FP: We pay Elizabeth £500 for her work last year. CS: Group to discuss figures and then mandate decision on this to small group (needs establishing) GREEN <ul style="list-style-type: none"> KM: Honorarium for 2018-19 for joint sofa, Gordon & Elizabeth, Camilla, amount to be confirmed end of Jan based on accounts and reserve. Group mandated to make the final decision. ORANGE SJ/Km: Honorarium e.g. £500, becomes conditional on budgets and is reviewable at AGM based on work, time and budgets. GREEN 	<p>further with Camilla and Karunamti and maybe other volunteers)</p>
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12	Mediation, safeguarding and grievance policy	SJ: Last AGM, draft mediation procedure for issues between members were circulated to wider membership with broad discussion. Nothing happened since.	<ul style="list-style-type: none"> • HB: Subgroup is mandated to move this forward. GREEN • KM & HB agree to support Susan with this, at their discretion if the group want to run it past the wider membership. GREEN • DG: Do we have list of people to moderate or mediate? • HB: Moderation, mediation, policy & processes are all skills that can be added to an internal skills list. GREEN • KH: Thanks given to the people stepping forward for this. 	Helen, Susan & Karunamati to discuss further
13	Date and venue for next meeting	<p>In-person gathering, with in-person AGM or on-line AGM Date?</p> <p>Kay previous sent out survey. 7 members would appreciate online AGM.</p> <p>Suggestions of adding it onto camp - some pros and cons</p> <p>On-line in addition to in-person</p>	<ul style="list-style-type: none"> • HB: AGM early October might be too soon after camp/summer activities to get a bigger attendance. Suggested spring might be a good in-between point of the year and still good for walks. GREEN • Show of hands showed nobody present wanted on-line AGM without in-person element. • SM: Accessibility issues were raised. Would like to be open to on-line aspect and support this in the spirit of inclusivity, if feasible. GREEN • SJ: Stated that she has been part of an on-line AGM but found that it didn't work and was enormously tricky. • Agreed that only possible or desirable if very good internet connection and good equipment that wasn't intrusive or disruptive. • HB: Proper remote conferencing kit might need to be set up and run professionally. Could be very expensive and usually only available in very expensive conference venues. • HB: We could offer support for regional pre-AGM meetings. Group or individuals would be offered a prompt page for proposals, discussion or suggestions. This could even be open to non-members, to a point. GREEN in principle. • HB happy to create this with the Sofa - to be returned at a set date before an in-person AGM. • FP: willing to facilitate pre-AGM online meetings: Green • Next AGM: Spring 2021, TBC when venues and format explored. 	

14	Any other business	Group decided to finish in time for quiet period, then closing circle.		
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